

**COMMONWEALTH OF VIRGINIA  
VIRGINIA EMPLOYMENT COMMISSION**

<b>Policy Number:</b>	<b>2001-03</b>
<b>Effective Date:</b>	<b>October 1, 2001</b>
<b>Revision Number:</b>	<b>01</b>
<b>Revision Date:</b>	<b>December 14, 2001</b>
<b>Title:</b>	<b>National Emergency Grant (EM-11431-02-60) Pentagon Attack and Related Dislocations-9/11</b>

**PURPOSE**

To communicate the Commonwealth's policy regarding the process, and criteria for distribution of additional funding for dislocated worker training, and other related services that will be funded by this National Emergency Grant (NEG).

**REFERENCE**

Public Law 105-220, Workforce Investment Act, Chapter 5, Section 173.

**POLICY STATEMENT**

The Virginia Employment Commission (VEC), the State administrative agency for the Workforce Investment Act (WIA) in Virginia, has the responsibility for the distribution of, tracking and fiscal management of these NEG funds under the project name and number noted above. This policy is intended to address when and under what circumstances these funds will be made available to Local Workforce Investment Boards (LWIBs) impacted by the terrorist attack of September 11, 2001 on the Pentagon, the resultant closing of the facilities at Reagan National Airport, and workforce dislocations in industries affected by the decreased demand for air travel and related services. Funds will be available on an incremental basis and will be subject to availability. LWIBs will be provided expenditure authorizations based upon written requests and will be reimbursed for their expenditures. This policy shall apply to all Virginia LWIBs.

**PERIOD OF OPERATION:** October 1, 2001 – September 30, 2003, unless modified.

**RECISIONS:** None

**APPROVED:** \_\_\_\_\_  
Commissioner, Virginia Employment Commission

**DATE:** December 14, 2001

**ATTACHMENTS:**

*Attachment A:* Process for Securing National Emergency Grant Funding

*Attachment B:* National Emergency Grant Funding Data Collection Tool

**COMMONWEALTH OF VIRGINIA  
VIRGINIA EMPLOYMENT COMMISSION  
POLICY NUMBER 2001-03  
ATTACHMENT A**

**PROCESS FOR SECURING NATIONAL  
EMERGENCY GRANT FUNDING**

The WIA Unit of the VEC has developed the process to manage and respond to the need for additional training and workforce services to those workers affected by mass layoffs, closings and potential closings that precipitated substantial increases in the number of unemployed individuals in the Commonwealth of Virginia as a result of the terrorist acts of September 11, 2001 in Northern Virginia.

Funding from this grant will be used to serve those individuals laid off, or dislocated as a result of the Pentagon attack, or the closing or reduction of services at Reagan National Airport, with intensive specialized services and job placement assistance. Training and intensive services to be provided may include worker adjustment services such as: job search assistance, job referrals, skills assessment for transferable skills, specialized technical training, supportive services, needs-based payments, career counseling, management of job transition, skills remediation (such as English as a second language), financial counseling and planning, customized training, on-the-job training (OJT), entrepreneurial training, relocation assistance, and access to employment resources such as phones, fax machines and computers. A training services cap of eight thousand dollars (\$8000) per worker has been established for this grant project. Waivers may be requested, and are subject to the review and approval of the NEG review committee.

The LWIB, or its designee, will develop a plan of action for training and other services available from, but not limited to, the Dislocated Worker Unit, One Stop Career Centers, VEC offices and its Virginia Workforce Network partners. In developing this plan, it may become apparent that a majority of the targeted population has serious barriers to re-employment that will require intensive and training services. In order for the event/activity/service to be considered for funding under this policy, it must meet all the following criteria:

1. Efforts to secure other sources of funding sufficient to meet the training or workforce services needed must be documented by the LWIBs as unsuccessful.
2. The status of employment of the workers must have been affected by the terrorist attack on the Pentagon (September 11, 2001) or by the subsequent closing of the facilities and/or services offered at Reagan National Airport.
3. The affected workers must have been separated from an employer that is part of an "approved employer" list (or list of participating unions) submitted by the LWIB administrator, or their designee, and approved by the NEG Review Committee.

4. Workers receiving services under this grant must be residents of Virginia, or *non-residents* who were regularly working at the Pentagon, Reagan National Airport, or employed by a business or industry that provided services to those facilities at the time of the disaster. Residents of Maryland or the District of Columbia who worked at either facility, or for a business or industry serving those facilities are also eligible.
5. Workers who had been laid off or furloughed by an affected employer prior to September 11, 2001 (and at that time had a reasonable expectation to be recalled to their job in the near future) but because of the events of September 11<sup>th</sup> no longer have that expectation, are eligible for services under this program.
6. Self employed individuals who supplied products or services to either of the facilities noted above, and have become unemployed due to the events of September 11, 2001 at either of the above noted facilities, are eligible for this grant program.
7. LWIBs who accept grant money from this program in order to provide training and intensive services will provide data to the administrative agency (VEC) on a regular basis as to the numbers of eligible persons served, specific types of training and services provided, dollar amounts expended, and other data as may be required by the agency.
8. LWIBs receiving funds from this grant program may designate up to ten (10) % of the total funds received as “Administrative Funding” to be used for staff and non-personal services directly related to the provision of training and/or intensive services delivered to the affected workers. The LWIBs will provide an accurate and fully detailed accounting of such expenditures to the administrative agency (VEC) as requested.
9. Marketing and promotion of the training and intensive services available under this grant will be undertaken by the LWIBs to target those affected workers (i.e. foreign-born workers, etc.) who might not have applied for Unemployment Compensation. Efforts to enlist the assistance of peer counselors in the marketing of this program to affected workers are strongly encouraged.

COMMONWEALTH OF VIRGINIA  
VIRGINIA EMPLOYMENT COMMISSION  
POLICY NUMBER 2001-03  
ATTACHMENT B

**NATIONAL EMERGENCY GRANT FUNDING  
DATA COLLECTION TOOL**

LWIB Name and Address:

---

---

Contact Person, Phone Number and E-mail:

---

The following data must be collected for presentation to the NEG Review Committee:

**1. Criteria for the event/activity to be considered for funding under this grant:**

*The layoffs must be reasonably tied to the terrorist attacks of September 11, 2001. Attach any relevant documentation (newspaper articles, company correspondence, or other documents) that link the event/activity to the partial destruction of the Pentagon, the Reagan National Airport closing and subsequent economic situation of the facility, or the overall decrease in demand for airline services and associated industries (service/supplies, travel and tourism, hospitality, ground transportation, etc.)*

**2. Lack of sufficient formula funds:**

*Explain in detail why existing formula funds are not sufficient to serve the affected population noted in this application. Attach the training obligations log and any additional documentation to support your request.*

**3. Describe what recruiting efforts will be made, and show how you will market the availability of services to the affected workers:**

*Give details of the process to be used to identify, contact, and market services to eligible workers under this grant. The use of peer counselors for marketing and recruitment efforts is strongly encouraged.*

**4. List details of the total amount of funds requested, proposed number of affected workers that will be served, and specific services that will be available to those workers. Attach a preliminary budget of how and when the funds will be expended.**